

**CITY OF CORVALLIS**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES**

**CP 92-4.04**      **Park Utility Donations**

**Adopted February 3, 1992**

Revised April 17, 1995

Revised January 21, 1997

Affirmed June 19, 2000

Affirmed October 20, 2003

Revised November 6, 2006

Affirmed October 19, 2009

Revised November 19, 2012

**4.04.010**      **Purpose**

To provide guidelines in the solicitation and expenditure of funds donated through the utility bill for park improvements and the Youth Park Corps Program.

**4.04.020**      **Policy**

- a. The City Council has approved the solicitation of funds as part of and through the City of Corvallis utility bill.
- b. These funds are necessary to support the employment of youth 14 to 16 years of age to work in the parks and on beautification projects.
- c. This policy is necessary to provide guidelines for the solicitation, expenditure, and reporting on the use of these funds.

**4.04.030**      **Guidelines**

4.04.031      Donations for the Youth Park Corps Program shall be solicited through the utility billing process. These funds shall be collected by the Finance Department and accounted for in the Parks and Recreation Fund. Interest earned on the donations shall be credited to this fund.

## **Council Policy 92-4.04**

- 4.04.032 Funds shall be used to support a Youth Park Corps Program.
- 4.04.033 This program shall be evaluated and an annual report, detailing the amount of funds collected and projects accomplished with utility donation funds, submitted to the City Council by November 1 of each year.
- 4.04.034 Every effort will be made to leverage these funds at least another 25% through additional grants and donations of funds/labor.
- 4.04.040 Other Pertinent Policies
- 4.04.041 Financial Policies:
- a. 10.03.060 (Parks and Recreations Department Fees)
  - b. 10.03.110 (Grants)
  - c. 10.03.120 (Gifts, Donations, and Bequests)
  - d. 10.04.070 (Personal Services)
- 4.04.050 Review and Update
- This Leisure and Cultural Activities Policy shall be reviewed every three years in October by the Parks and Recreation Director and updated as appropriate.